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Chief, Management Staff

20 January 1956

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Mr. [REDACTED], For O&M Staff (DD/S Area)

Report for Week Ending 18 January 1956.

1. Project 6-16, Survey of Personnel Procedures. Commo is developing its Staffing Complement T/O and Development Complement prospects. - Personnel (PED) is working on the procedure steps involved in the new system. - Personnel (RSD) is developing a machine system to accommodate the new procedures and is devising specimen copies of simplified Forms 52. - Management [REDACTED] is writing the general Procedures Manual for the Commo installation. - [REDACTED] are continuing the study and charting in the DD/I area. OCR and OBI are completed - OER is in process. Commo has been completed in the DDS area.

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2. Project 6-14, Study of Overtime Practices. There have been no meetings of the committee working on the subject of Agency "overtime".

3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. First tests run to pick up statistical data manually proved inconclusive due to clerical errors. Tests will continue.

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4. Project 5-64, Management Survey, Office of Personnel [REDACTED]. Suspended.

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5. Project 5-1, Management Survey, Office of the Comptroller. Unassigned.

6. Project 5-1a, Fiscal Division [REDACTED] A very satisfactory discussion was had with Mr. [REDACTED], Chief of Division on the accomplishments made during the survey. Future actions and proposed recommendations were discussed to a limited degree.

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7. OCR, Document Branch, CIA Library [REDACTED]. A meeting was held with Mr. [REDACTED], Executive Officer, and other representatives of OCR to discuss the assignment of an OCR employee on a temporary basis to the Printing Services Division for wrapping and distributing OCR printed material. Information has been obtained also from the Printing Services Division but no conclusions have been reached as to the proper placement of the individual on the T/O and the matter of transfer of ceiling from DD/I to the DD/S will have to be discussed with the Assistant to the DD/I (Admin).

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8. MS-724, Proposed Organizational Adjustment, [REDACTED], Supply Division, Office of Logistics. The proposed organizational adjustment has been discussed with representatives of the Office of Logistics. A trip to the Depot will be made Thursday morning to go over the situation at the source of the change.

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9. MS-751 T/O Change, Procurement Division, OL. A request has been received from the Director of Logistics for (a) an organizational change and (b) an increase of 6 in personnel ceiling for the Procurement Division, OL. A draft of the memorandum to the DD/S on this assignment has been completed and is held in suspense pending action by the Budget Division, Office of the Comptroller and classification analysis by Office of Personnel.

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